

October 2, 1997

**FISCAL YEAR (FY) 1998 ALLOCATION AND ANNUAL BUDGET PLAN
PREPARATION FOR THE MEDICAL AND PROSTHETIC RESEARCH
APPROPRIATION**

1. PURPOSE: The purpose of this Medical and Prosthetic Research Veterans Health Administration (VHA) Directive is to set forth policy and procedures for the FY 1998 allocation.

2. POLICY: The FY 1998 allocation will be the facilities' initial operating level. Facilities will closely adhere to the instructions, actions required, and quarterly distribution for Research Appropriations.

3. BACKGROUND:

a. The Office of Research and Development will provide assigned facility monetary and full-time equivalent (FTE) employment allocations for all Research Programs. Facilities will be required to operate within the assigned total FTE.

b. The Facility Director will accomplish the Research mission within the allocated funding. The funding allocations are the amounts assigned for planning purposes. These allocations are subject to change pending Congressional, Office of Management and Budget, administrative or Research Merit Review actions.

4. ACTION:

a. **Allocation.** The FY 1998 allocation is prepared by the Office of Research and Development in VHA Headquarters, and this information is transferred to the Research and Development Computer Center (RDCC) in Sepulveda, CA. The RDCC electronically transmits the allocation control totals to the National Resource Management Information System (NRMIS) located at the Washington Chief Information Office Field Office (CIOFO) where it will be available for each facility to prepare a quarterly distribution. After review and approval of the NRMIS data by the Office of Research and Development and Office of the Chief Financial Officer (CFO), funding levels will be entered into the Automated Allotment and Control System (AACS). Subsequent transactions in the AACS will, in effect, revise the facilities' funding levels.

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b. **Annual Budget Plan Format.** The FY 1998 plan will be submitted through the Washington CIOFO in the same general format as the FY 1997 Annual Budget Plan.

c. **Instructions.** The attachment to this Directive provides Medical and Prosthetic Research Notes and explanations with general guidelines for application.

5. **REFERENCES:** VHA Supplement, MP-4, Part VII.

6. **FOLLOW-UP RESPONSIBILITY:** The VHA CFO (17) is responsible for the content of this Directive.

7. **RESCISSION:** VHA Directive 10-96-077 dated December 13, 1996, is rescinded. This Directive expires on October 2, 2002.

S/T.Gartwaithe, M.D. for
Kenneth W. Kizer, M.D., M.P.H.
Under Secretary for Health

Attachment

Distribution: Co: E-mailed: 10/07/97
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1. Medical and Prosthetic Research Notes.**a. All Research and Development Programs.**

(1) In accordance with a Research & Development TWX dated August 11, 1997, unobligated prior year balances remaining as of September 30, 1997, will not be withdrawn from Medical Research (821), Rehabilitation Research and Development (822), Health Services Research (824) or Cooperative Studies Research (825). Unobligated prior year balances remaining for Agent Orange (823) will be transferred to Medical Research (821) in VHA Headquarters before September 30, 1997.

(2) The Research and Development Office will provide administrative support for Medical Research, Rehabilitation Research and Development, Health Services Research and Cooperative Studies Research in program 821.

b. Employee Travel. This allowance is provided to cover FY 1998 Facility Directed Employee Travel requirements for the purposes cited in sub-paragraph (1).

(1) **Facility Directed Employee Travel.** Travel funds are allocated specifically for facility directed employee travel related to locally approved institutional Research support activities, review of programs and for the travel of career development appointees. The Director may authorize employee travel within the amount provided to permit a facility employee to attend an extra-VA scientific meeting, to present a paper or to participate in a discussion on a scientific subject of importance to the area of medical research in which engaged; obtain or exchange scientific information of significance to a particular area of medical research; or to receive training provided by manufacturers in the use of specialized equipment procured in Research.

(2) **Centrally Directed Employee Travel.** All other employee travel required as an integral part of Research activities will continue to require VHA Headquarters approval in accordance with VA Manual M-3, part I, paragraph 6.02, revised. Employee travel details requiring such approval include participation in VA cooperative study meetings; VHA Headquarters directed Research conferences, annual professional meetings, committee meetings, and permanent transfers of Research employees or for such travel as indicated in (1) above for which funds were not provided in the initial allocation. These travel requests may be approved for centrally directed funding or facility directed funding.

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c. **Employment.** The total FY 1998 FTE assigned during the budget process will not be exceeded. This allowance is intended to cover estimated Fiscal Year Research and Development program needs. The assigned dollars will support the total FTE level including normal requirements for terminal leave and severance payments.

d. **Medical Research (821) Program.** Allowances reflect initial fiscal year monetary allocations for all program requirements. This includes all Environmental Hazards projects, except those specifically identified in Program 823.

e. **Rehabilitation Research (822) Program.** Allowances reflect initial fiscal year monetary allocations for all program requirements.

f. **Agent Orange (823) Program.** Allowances reflect initial fiscal year monetary allocations for all program requirements. These allowances do not include Environmental Hazards projects covered by program 821.

g. **Health Services Research and Development (824) Program.** Allowances reflect initial monetary allocations for all program requirements.

h. **Cooperative Studies Research (825) Program.** Allowances reflect initial fiscal year monetary allocations for all program requirements.

2. **Items not included in the allocation.** The allocation reflects the initial monetary allocations for all Research Program requirements except for General Post Fund reimbursements or other reimbursable funds, defined as other Research support in VHA Supplement, MP-4, Part VII.

a. **General Post Fund Reimbursements.** Salary cost can not be charged directly to the General Post Fund, therefore, salary cost associated with research projects must be offset against General Post fund donations by processing an appropriation reimbursement to the Research Appropriation and notifying VHA Headquarters, Medical Research (121H) that the reimbursement has been accomplished, before requesting that these funds be made available to the facility.

b. **Direct Grants and Interagency Reimbursements.** Funding for direct grant reimbursements and interagency reimbursements will be provided quarterly upon request. Funding provided for your reimbursable program may not be used for any other purposes.

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3. **FY 1998 Medical and Prosthetic Research Annual Budget Plan**

- a. Facilities will access the Washington (CIOFO) in the following manner:

Phone Numbers: 301-427-2144
301-427-3700
301-427-3800

User Name: RD Mail, Access and Verify Codes.

Option 2: National Resource Management Info System (NRMIS).

Option BR: Research Budget Menu.

Release: Once input is complete, Directors will enter the system using their own access, verify, and release codes to release the plan.

Print: Facilities must print the plan locally.

b. Facilities will be notified via TWX of the allocation cut-off date and the specific dates when the Washington CIOFO will be open for input of all Research Program operating plans. The Research and Development Computer Center, Sepulveda, CA, will send notification of the allocation totals to the facilities.

c. Facilities will have sufficient time for review and planning to develop the Research plans after notification of allocation totals and cut-off date. Budget Plans will agree with levels provided on the allocation.

d. Due to a strict schedule of dates, the Washington CIOFO will be open for input during the assigned dates specified in a TWX to your facility. All facilities must submit the FY 1998 Research quarterly distribution plans during the scheduled dates. Plans with error messages will not be released.

e. Allocation and budget questions should be referred to Sara Clark, 202-273-8291 (program 821), Anne Moore, 202-273-8242 (program 822), Mary Jones, 202-273-8288, (program 824), Ping Huang, Ph.D., 202-273-8295 (program 825). Computer access questions should be referred to Robert Williamson 301-427-3700, Washington CIOFO.